

# **AIM Assessment Pre-Label Collection via Data Upload**

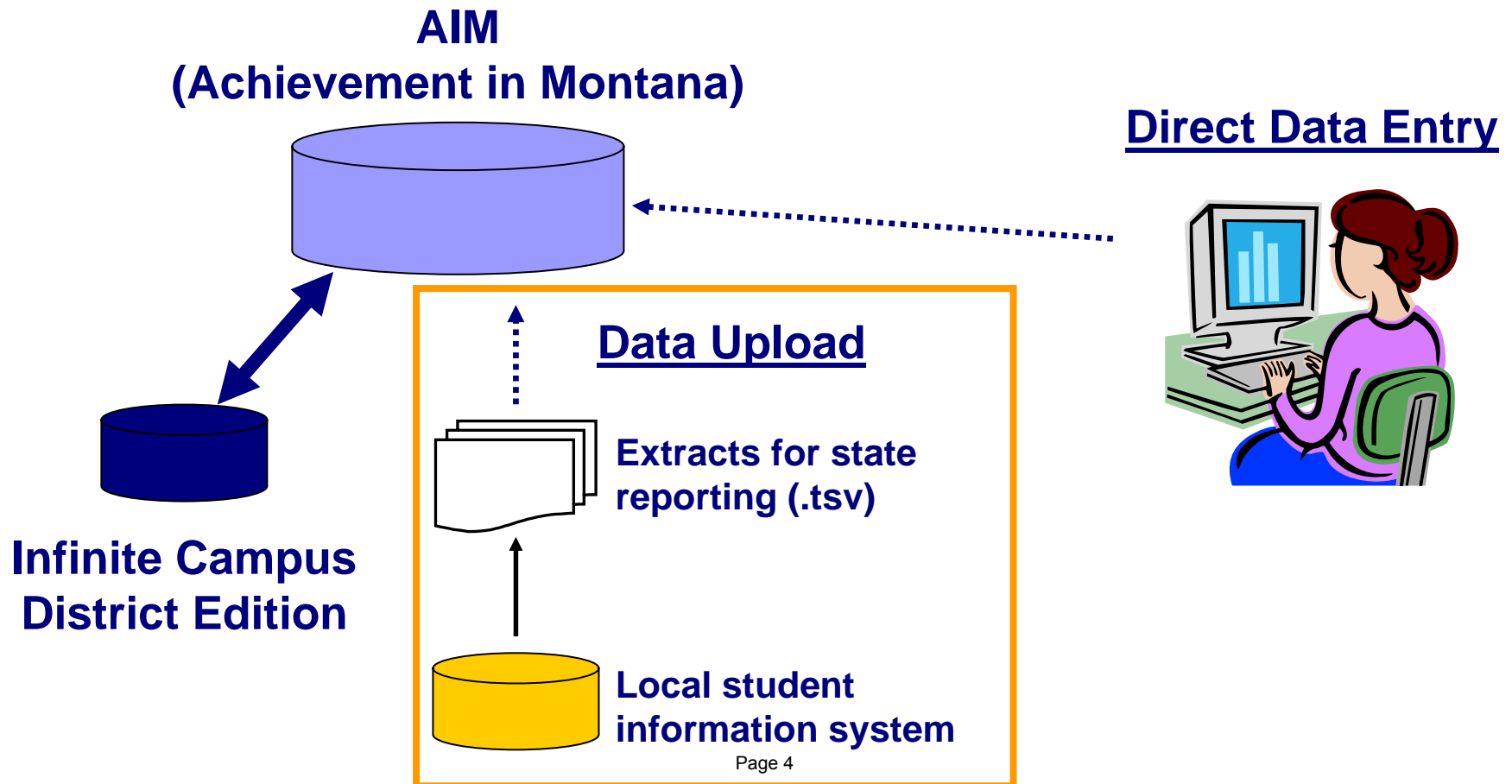
# Agenda

1. Overview and purpose
2. AIM Navigation
3. Configure Calendars
4. Create TSV file for Enrollment
5. Validate & Test
6. Upload data
7. Verify data
8. Who to call for help

## Overview of Process

- The purpose of the December Collection is to enter student enrollment information.
- This information will be provided to Measured Progress to register students for the CRT statewide assessment and create labels for the test answer sheets.
- The collection will end January 5<sup>th</sup>.

# Overview of Process



## Student ID

- If you have not generated student IDs for your students, you will need to submit the data necessary to assign the IDs.
- Instructions can be found on the AIM website at [www.opi.mt.gov/aim.html](http://www.opi.mt.gov/aim.html) under the Training and Instructions tab

# AIM Navigation

- AIM is organized in **School Years**, then **School Districts**, then **Schools**, then **Calendars**
- Students are **Enrolled** into **Calendars**

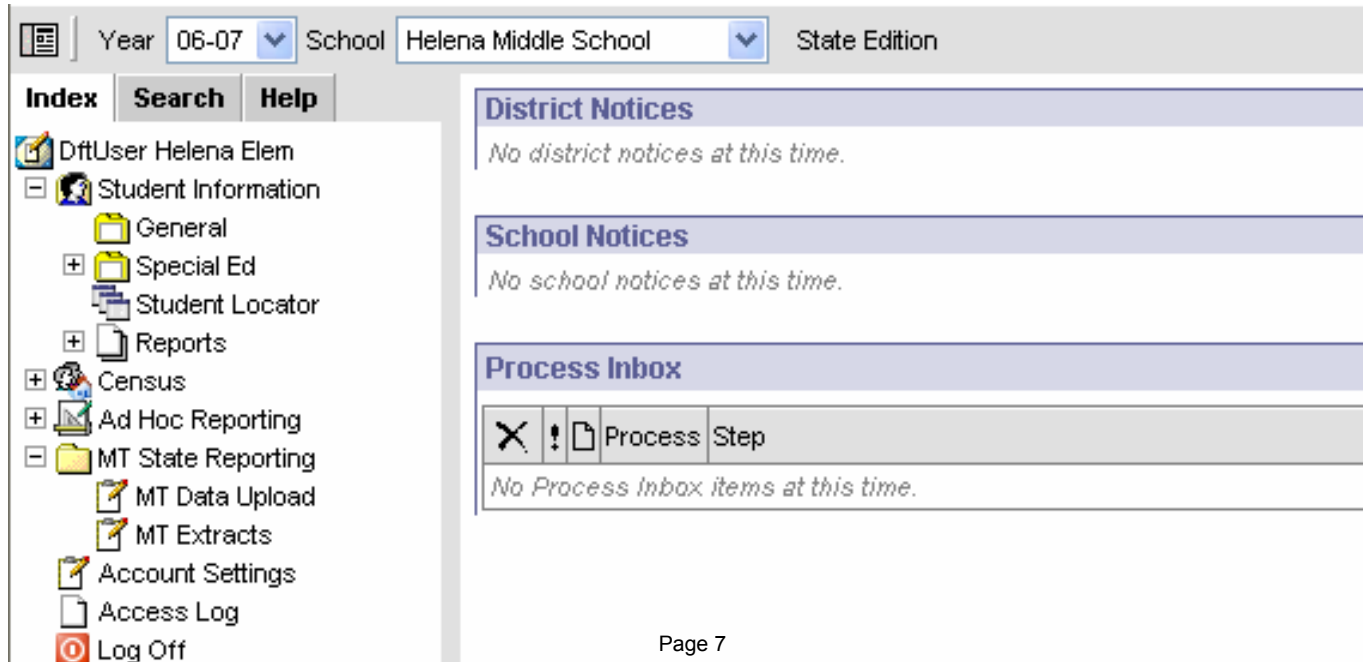
Year  District  School  Calendar

**All Schools**

- Broadwater School
- Bryant School
- C R Anderson Middle Schl
- Central School
- Four Georgians School
- Hawthorne School
- Helena Middle School
- Jefferson School
- Jim Darcy School
- Kessler Elementary School
- Rossiter School
- Smith School
- Staging School
- Warren School

# AIM Navigation

- Available index items are based on the permissions given to a user. If a School has only one **Calendar**, no Calendar list is displayed.



The screenshot displays the AIM navigation interface. At the top, there are filters for Year (06-07), School (Helena Middle School), and State Edition. Below these are tabs for Index, Search, and Help. The Index menu is expanded, showing a list of items: DftUser Helena Elem, Student Information (with sub-items General, Special Ed, Student Locator, and Reports), Census, Ad Hoc Reporting, MT State Reporting (with sub-items MT Data Upload and MT Extracts), Account Settings, Access Log, and Log Off. On the right side, there are three sections: District Notices, School Notices, and Process Inbox. Each section contains a message stating 'No [type] notices/items at this time.' The Process Inbox section includes a table header with columns for Process and Step.

Process	Step
No Process Inbox items at this time.	

## Connecting to AIM (OPI's IC State Edition)

- Web Address (URL):  
<https://aim.opi.mt.gov/mtstate/aim.jsp>
- User name and password,  
sent by OPI on Sept 1<sup>st</sup> to the  
Authorized Representative
- If you are unable to locate your  
password, please call the AIM  
Project Manager at 444-1641.



The screenshot shows the login page for the Infinite Campus State Edition, Version 2007.1. The page title is "Montana AIM". It features two input fields: "User Name:" and "Password:". Below the password field is an "OK" button.

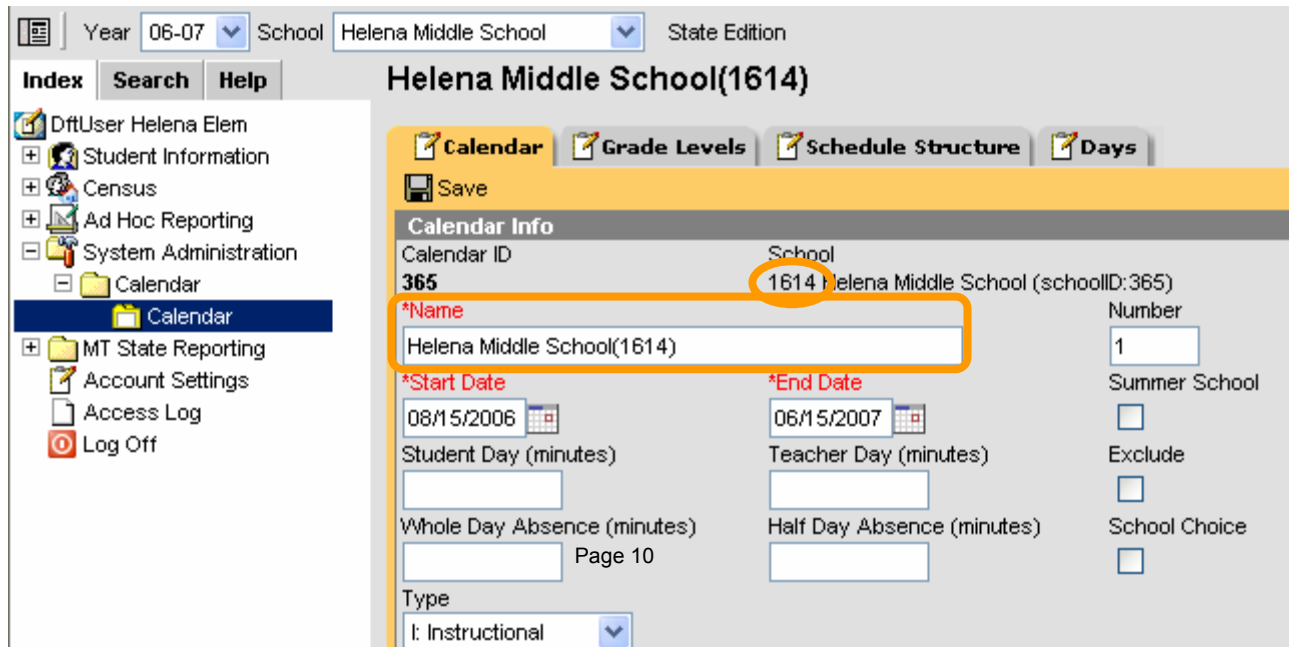


# Configure Calendars

- Each School has been provided with one default Calendar. You will need to configure this Calendar with the following information:
  - ☐ Verify Calendar name
  - ☐ Give the Calendar a number
  - ☐ Enter correct start and end dates

# Configure Calendars

- With a School selected from the drop-down list , navigate to System Administration > Calendar > Calendar
- This is where you can find the School Number, which is needed for Enrollment upload.
- The Calendar name should be in the format: School Name(####).



Year: 06-07 School: Helena Middle School State Edition

Index Search Help

Calendar Helena Middle School(1614)

Calendar Info

Calendar ID: 365 School: 1614 Helena Middle School (schoolID:365)

\*Name: Helena Middle School(1614)

\*Start Date: 08/15/2006 \*End Date: 06/15/2007

Student Day (minutes): Teacher Day (minutes):

Whole Day Absence (minutes): Half Day Absence (minutes):

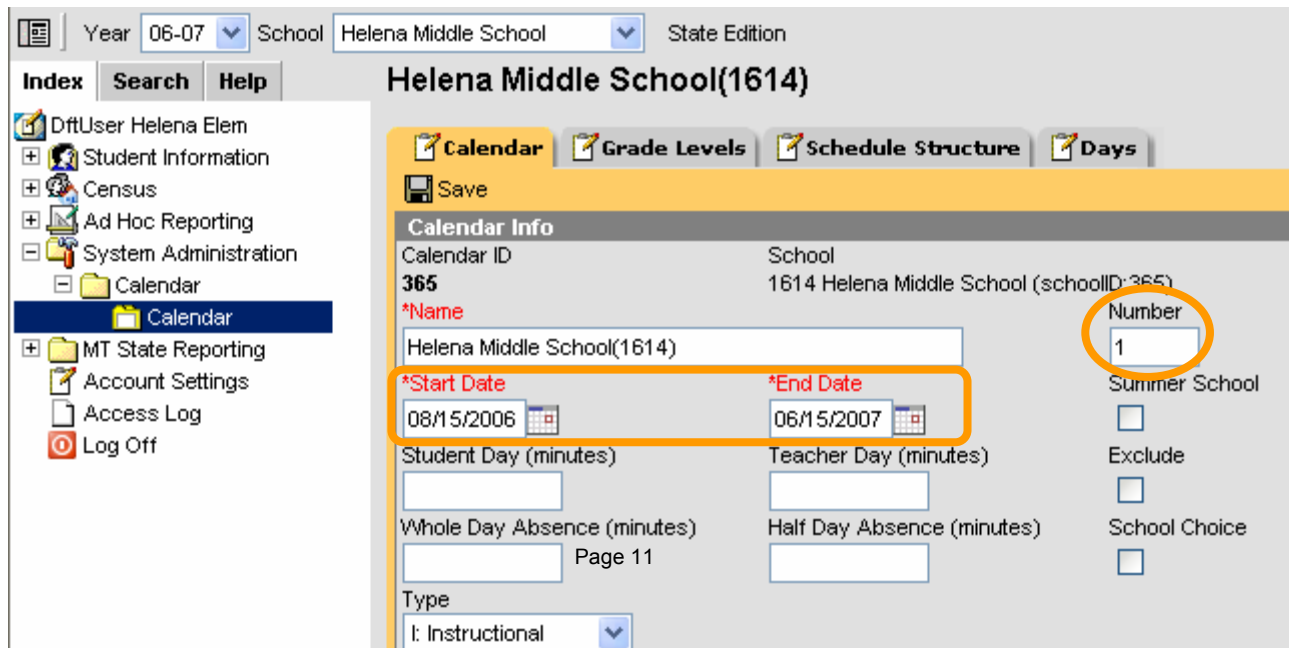
Type: I: Instructional

Number: 1 Summer School: Exclude: School Choice:

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# Configure Calendars

- Give the Calendar a Number. **Keep track of this number**, because it is needed for the Enrollment upload.
- Enter correct Start Date and End Date. (The dates entered here should include days for administration and teacher in-service)
- Repeat for each school in the district.



Year: 06-07 School: Helena Middle School State Edition

Index Search Help

Calendar

Calendar Info

Calendar ID: 365 School: 1614 Helena Middle School (schoolID: 365)

\*Name: Helena Middle School(1614)

\*Start Date: 08/15/2006 \*End Date: 06/15/2007

Student Day (minutes): Teacher Day (minutes):

Whole Day Absence (minutes): Half Day Absence (minutes):

Type: I: Instructional

Number: 1

Summer School: ☐

Exclude: ☐

School Choice: ☐

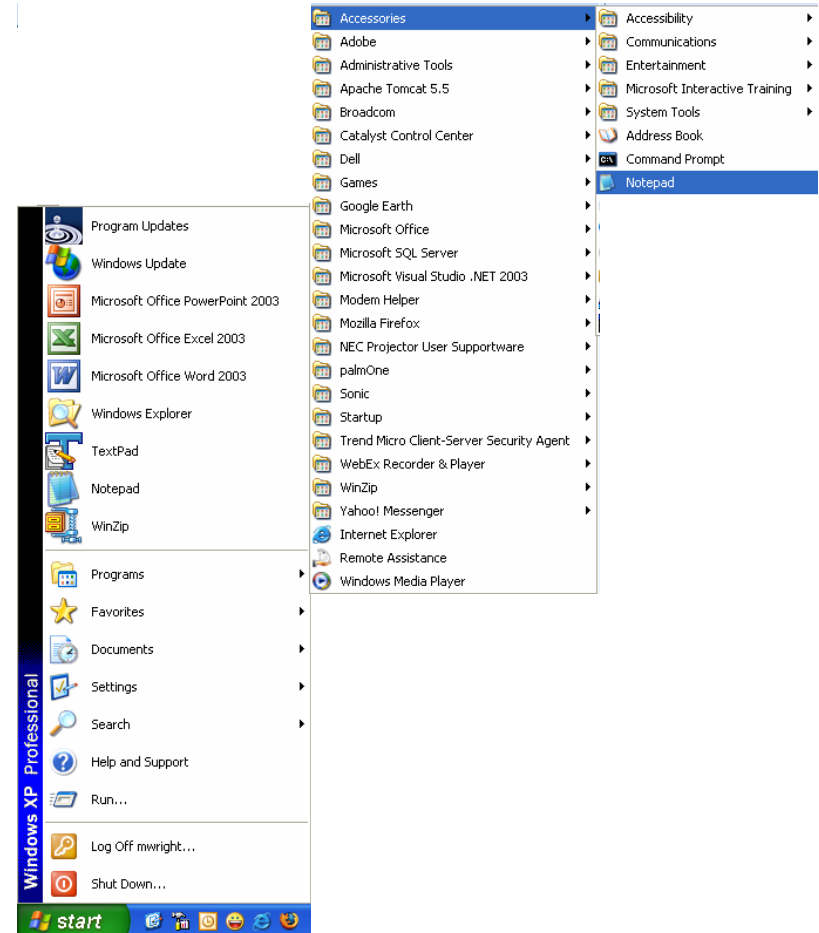
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# TSV Upload Overview

- To enter Enrollments for your District, you will upload a TSV file
- “TSV” stands for “Tab Separated Values”
- A TSV is a text file with pieces of information separated by tabs

# Every TSV File

- Has a file name in a particular format
- Has a Header row “HD”
- A row of information for each Student enrollment
- Can be created in a simple text editor program such as Notepad, Textpad or TextEdit



# Enrollment TSV file - Example

```
HD> 11/21/2006> 13:00:00> MT1.2↓  
EN> 487>1614> 1> 2007> 179088105> > P> 09/01/2006> 01> 09/30/2006> 120>> 08↓  
EN> 487>1615> 1> 2007> 179088105> > P> 10/01/2006> 04> > > 08↓  
EN> 487>1614> 1> 2007> 179088105> > N> 10/01/2006> 02> > > 08
```

- *The faint gray arrows indicate tab characters.*
- *Notice that the columns may or may not line up.  
The important thing is the correct pieces of information separated by  
the correct number of tabs.*

# Essential File Info

- See document “AIM File Specifications v1.2” for complete specification.

- File name

*Format: [legal entity #]\_date.tsv*

*Example: 43\_09012006.tsv*

- First line of file (Header)

- ☐ Type of record– always “HD”
- ☐ Date (MM/DD/YYYY)
- ☐ Time (HH:MM:SS) Military Time
- ☐ Version– always “MT1.2”

# Enrollment TSV file - Requirements

- Create one EN row for every student. Students who have left and re-entered school will have more than one row.

Record Type (required)	Legal Entity Number (required)	School Code (required)	Calendar Number (required)	Year (required)	Student's State ID (required)	Student's Local ID
Always <b>“EN”</b>	Legal Entity of the District, omit leading zeros	Omit leading zeros	Unique number for the calendar, <b>this is the number you gave your Calendar</b>	End year of the school year (2007) 4 digits	From the SD upload, 9 digits	

Service Type (required)	Start Date (required)	Start Status (required)	End Date	End Status	Dropout Reason	Grade (required)
<b>P</b> Primary <b>S</b> Partial <b>N</b> Special Ed Services only	MM/DD/YYYY format	See codes on following pages	MM/DD/YYYY format Page 16	See codes on following pages	See codes on following pages	See codes on following pages



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# Enrollment TSV file - Codes

## Start Status

<b>01</b>	Original enrollment into a school
<b>02</b>	Continued enrollment same school, no interruption
<b>03</b>	Re-entry to the same school after withdrawal
<b>04</b>	Transfer from public school in district or state
<b>05</b>	Transfer from public school under NCLB school choice
<b>06</b>	Transfer from an out of state school
<b>07</b>	Transfer from a school from out of the country
<b>08</b>	Transfer from a private school within the state
<b>09</b>	Transfer from home school within the state

## Grades

<b>PK</b>	Pre-Kinder	<b>07</b>	7th Grade
<b>KG</b>	Kindergarten	<b>08</b>	8th Grade
<b>P1</b>	Transition 1st	<b>09</b>	9th Grade
<b>01</b>	1st Grade	<b>10</b>	10th Grade
<b>02</b>	2nd Grade	<b>11</b>	11th Grade
<b>03</b>	3rd Grade	<b>12</b>	12th Grade
<b>04</b>	4th Grade	<b>UE</b>	Ungraded Elementary
<b>05</b>	5th Grade	<b>UM</b>	Ungraded Middle School
<b>06</b>	6th Grade	<b>UH</b>	Ungraded High School

# Enrollment TSV file – End Status Codes

100	End of year, returning to same school next year	230	Enrolled in an early admissions college program
110	Matriculation to another school	240	Withdrawn, under age for compulsory school att
120	Transfer to a public school in the same district	300	Withdrew for personal or academic reasons*
130	Transfer to public school under NCLB school choice	310	Exceeded age requirement set by district policy*
140	Transfer to a pub school in another district in MT	320	Removed, reasons other than health, not returning*
150	Transfer to a state-funded school	330	Enrolled in adult educ or military, no diploma*
160	Transfer to a private school in the state	340	Unknown*
170	Transfer to a home school in the state	400	Graduated with regular diploma
180	Transfer to a school out of state	410	Student completed GED test (school appr program)
190	Transfer to a school out of the country	420	Completed school with other credentials
200	Suspension	500	Student died
210	Medical care or treatment, eligible to return	510	Student is permanently incapacitated
220	Enrolled in a foreign exchange program		

# Enrollment TSV file - Codes

## Dropout Reasons

01	Academic Difficulty	12	Over Compulsory Age
02	Attendance Difficulty	13	Pregnancy
03	Economic Reasons	14	Poor Personal Relationships
04	Employment	15	Reached Maximum Age Set by District Policy
05	Expelled	16	Other Known Reason
06	Illness	17	Unknown Reason
07	Job Corps or Similar Program	18	GED (Pursuing)
08	Language Difficulty	19	Suspended, did not return
09	Marriage	20	Harassment/Feeling Unsafe at School
10	Military	21	Entered Adult Correctional Facility
11	Needed at Home	22	Lack of Childcare

# Enrollment TSV file - Example

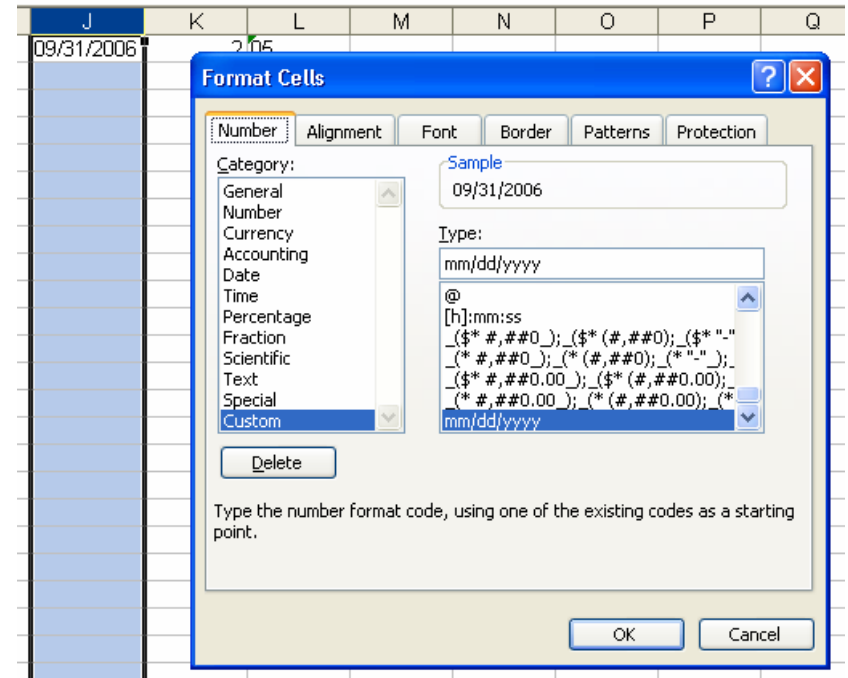
- Joe Smith was attending Grade 08 at School 1614. On 09/30/2006 he left that school for a different middle school 1615 within the district but continued receiving special ed services from his old school.

HD>	11/21/2006>	13:00:00>	MT1.2↓								
EN>	487>1614>	1>	2007>	179088105>	>	P>	09/01/2006>	01>	09/30/2006>	120>>	08↓
EN>	487>1615>	1>	2007>	179088105>	>	P>	10/01/2006>	04>	>	>	08↓
EN>	487>1614>	1>	2007>	179088105>	>	N>	10/01/2006>	02>	>	>	08

# Tips for using Excel to create a TSV file

Use a **custom format** for Dates:

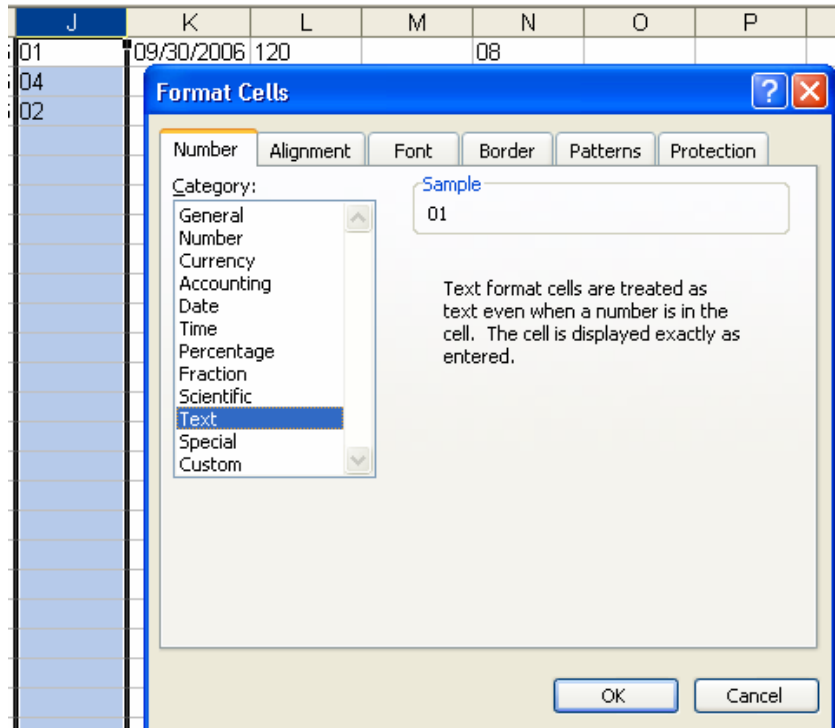
- Select column with Date values
- From the **Format** menu, select **Cells**
- On the **Number** tab, select **Custom**, and enter the **Type** mm/dd/yyyy



# Tips for using Excel to create a TSV file

Format columns as **Text** to allow leading zeros:

- Select column that will need leading zeros
- From the **Format** menu, select **Cells**
- On the **Number** tab, select **Text**.  
Click **OK**.



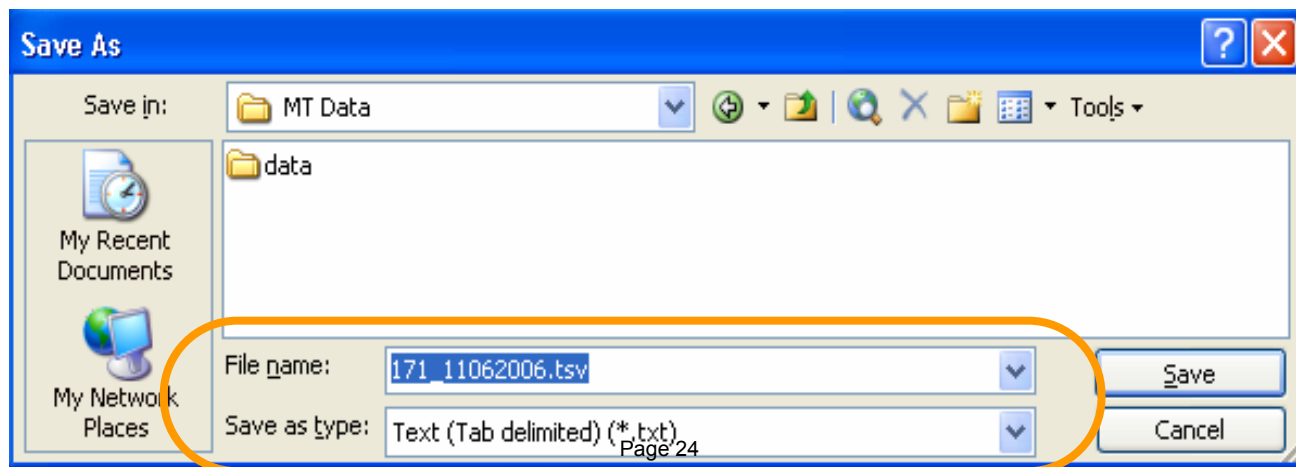
# Tips for using Excel to create a TSV file

Saving in the correct format:

- From the **File** menu, select **Save As**
- Enter correct **File name**

*Format: [legal entity #]\_date.tsv      Example: 171\_11062006.tsv*

- **Save as type** is Text (Tab delimited)





## Tips for using Excel to create a TSV file

- If you use column headings during data entry, be sure to delete them before your Save As
- Add the **Header row** in a text program
  - Instead of adding the HD header row in Excel, wait until after your Save As, then open the TSV file in a text editor program such as Notepad, and add the HD row.

(Adding the HD row in Excel will result in extra tab characters at the end of the row which will cause an error.)

# MT State Reporting > Data Upload

Steps:

1. Navigate to MT State Reporting > MT Data Upload
2. Validate and Test
3. Correct any errors in data file
4. Load Complete File
5. Verify Data



# Test File Data

Import type

Enrollments

Work to Perform

Validate and Test file

File

*browse for your TSV file*

## State Data Import

This tool can import campus state data files.

### Import Options

Import Type

Enrollments

Work to Perform

Validate and Test file

File

C:\Desktop\44\_11062006.tsv

Browse...

Upload

# Error Results

- Error results screen will list line numbers and describe the error for each line.
- Correct errors in a text editor program or in Excel. (If you correct errors in Excel, you will again do a Save As and again add the Header row.)
- When there are no errors, move on to uploading your data.

## Results:

File Name: 6001\_09072006.tsv

Processing Started Time: Wed Sep 06 11:03:13 CDT 2006.

Processing Finished Time: Wed Sep 06 11:03:13 CDT 2006.

Total Time To Process File: 0 seconds.

0 Records Inserted.

0 Records Changed.

0 Records Deleted.

0 Records No Changes.

Error Count:2

Warning Count:0

## Error Detail:

### Line Number Error Message

4	Missing required data in field 'Gender', column 9. Field is required.
12	Bad data in field 'Race Ethnicity', column 12. The specified value is n

# Uploading Cleaned Data

- Change **Work to Perform** to **Load Complete File**

**State Data Import**

This tool can import campus state data files.

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**Import Options**

Import Type:

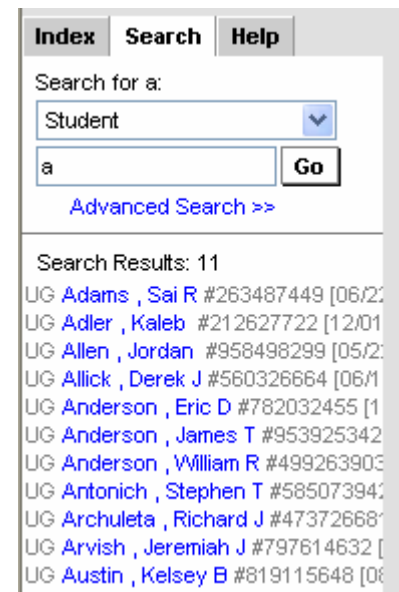
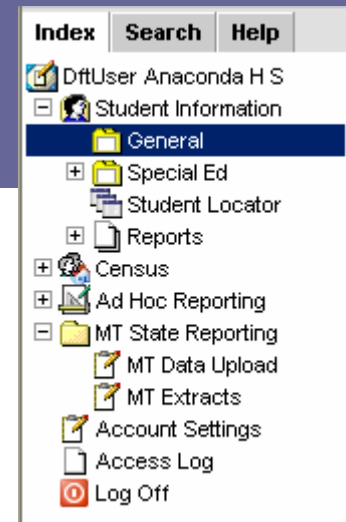
Work to Perform:

File:

# Verify Data

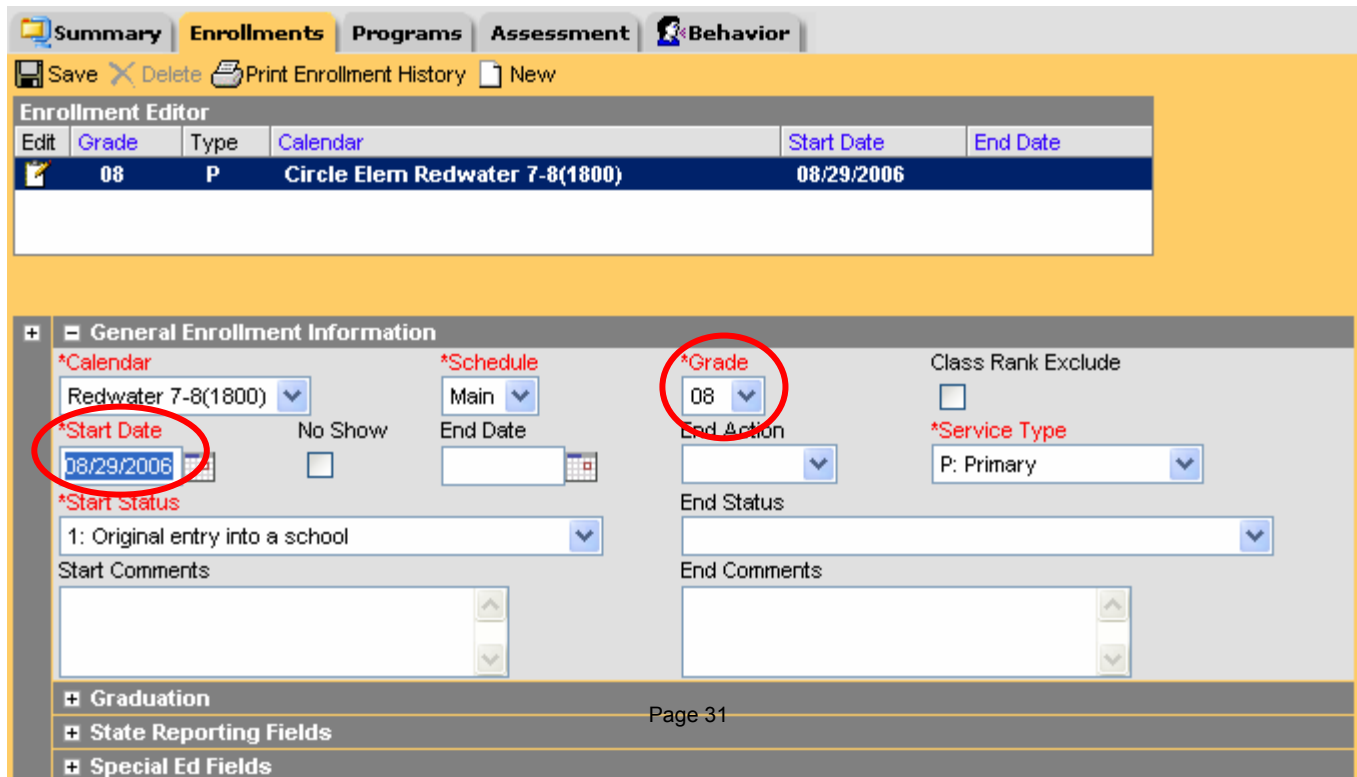
## Search for a student and look at their enrollment

- Make sure correct School is selected
- In the Index, select Student Information > General
- AIM will bring up Search for a Student
- Enter all or part of a Student's last name and click the Go button
- Click on the Student's Enrollments tab and click on the Enrollment line item



# Verify Data

- Check to see that all data is correct for the student, especially Start Date and Grade.



Summary **Enrollments** Programs Assessment Behavior

Save Delete Print Enrollment History New

Edit	Grade	Type	Calendar	Start Date	End Date
	08	P	Circle Elem Redwater 7-8(1800)	08/29/2006	

**General Enrollment Information**

\*Calendar: Redwater 7-8(1800) \*Schedule: Main \*Grade: 08 Class Rank Exclude: ☐

\*Start Date: 08/29/2006 No Show: ☐ End Date: End Action: \*Service Type: P: Primary

\*Start Status: 1: Original entry into a school End Status: End Comments:

Start Comments: Graduation State Reporting Fields Special Ed Fields

# Who to Call for Help

- Login and Password Information
  - OPI Help Desk – 444-3448
  - OPI Project Manager – 444-1641
- Questions on data elements
  - OPI – Student Records Manager – 444-3495
  - OPI – Data Resource Manager – 444-3494
- Technical questions
  - Infinite Campus Help Desk 1-888-461-2004
- Other questions
  - OPI – Project Manager – 444-1641